

MEMO Approved For Release 2002/11/04 : CIA-RDP79-01590A000300170001-5

Ellen —

What are your
thoughts on
videotape suggestion?

Approved For Release 2002/11/04 : CIA-RDP79-01590A000300170001-5
Date

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23 January 1978

MEMORANDUM FOR: Acting Director of Training

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FROM:

Course Chairman

SUBJECT:

Course Report: Preparing for Overseas
Assignment (POA) and Special Overseas
Orientation (SOO)

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Cancellations

Due to the low number of enrollments in the late summer and the anticipated low number of overseas assignments in early winter, the November 1977 POA and SOO were canceled. This announcement was made in early August, and Training Officers were asked to enroll employees scheduled to depart for overseas by the end of 1977 in the September 1977 runnings.

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PREPARING FOR OVERSEAS ASSIGNMENT

1. The September POA was canceled because there were only five registrants. It was suggested that the enrollees view the videotape entitled "Your Overseas Assignment - Your Personal Checklist." This 15-minute tape was recently acquired from the National Security Agency and is available in the Self Study Center. The step-by-step checklist covers a range of topics from the need and importance of a passport, the medical shot record, and the need for the establishment of financial credit before departure to much practical advice on the possible need for a power of attorney to the payment of state income tax.

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SPECIAL OVERSEAS ORIENTATION NO. 5-77, 16 September 1977

2. On a trial basis this running was reduced from two days to one day. This was accomplished by deleting the film, "The Time of the Jackals-Carlos," the session on "Defensive Driving," and the area division briefings. As reported in the 2 August Course Report, this film, though excellent, had been viewed by over half the class in other

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SUBJECT: Course Report: Preparing for Overseas Assignment
(POA) and Special Overseas Orientation (S00) ☐

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courses within the last six months. The area divisions giving the briefings on the Modus Operandi of Selected Terrorist Groups are Latin America Division and Near East Division. In some runnings there have been no students going to Latin America and, therefore, only a need for the Near East speaker. Rather than have only one geographic area represented in the course, it was decided to incorporate this topic with the session on the "Nature of the Terrorist Threat." This session was given by ☐ Office of ☐ gave excellent coverage of the two interrelated topics. This change greatly reduced the duplication of case histories. Those requiring skills in Defensive Driving will receive much more comprehensive instruction as well as practical training in the Countering Terrorist Tactics Course (CTTC). Additionally, each speaker agreed to shorten his presentation. The course chairman and the speakers felt that reducing the program to one day eliminated any repetition of content and made it a more cohesive program.

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☐ Class Evaluations

3. The majority of the participants indicated that the course objectives were satisfied. On a scale of 1 (slight) to 7 (highly satisfactory), they assigned an average rating of 5.5. Many students stated that the course had been an excellent reminder of the importance of good security practices.

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☐ Request for Videotaping

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4. The ☐ requested that the session on the "Nature of the Terrorist Threat, An Overview" be videotaped for use in their training program. The ☐ gave this presentation and approved videotaping. It was an excellent lecture and a copy was also given to the Overseas Security Branch, Office of Security. ☐ periodically requests to have various segments of the S00 videotaped in order to keep their training current.

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☐ Non-Agency Guests

5. At the request of ☐ Chief, Overseas Security Branch, Office of Security, two guests

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attended this running of the S00. They were ☐
☐ Defense Intelligence Agency, and Mr. James Daudridge,
Department of State. They were appreciative of the opportunity
to attend the Agency's program.

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☐ Recommendations

6. Since the course objectives were satisfactorily
achieved and the speakers indicated that the allotted times
were satisfactory to cover their topics, the course chairman
proposes that the February 1978 running be conducted in one
day. If successful, it is recommended that this orientation
become a one-day program.

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Attachments:

- 1 - Schedule ☐
- 2 - End-of-Course Data ☐
- 3 - Evaluations ☐

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Approved For Release 2002/11/04 : CIA-RDP79-01590A000300170001-5

Next 1 Page(s) In Document Exempt

Approved For Release 2002/11/04 : CIA-RDP79-01590A000300170001-5

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OFFICE OF TRAINING
INTELLIGENCE INSTITUTE

Special Overseas Orientation Schedule

No. 5-77

15 September 1977

Room 1A07
Headquarters

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[REDACTED]
Orientation Coordinator

Room 921 Chamber of Commerce Bldg.

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[REDACTED]
Training Assistant

Room 921 Chamber of Commerce Bldg.

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General

The purpose of this two-day training program is to sensitize participants and their dependent spouses to the need for following good personal and physical security practices overseas. While it is realized that some people by habit, instinct, or experience are more aware of potential security threats than others, we can all improve our security status if we are aware of the risks involved and make a conscious effort to minimize them.

This Orientation is only a broad overview and an introduction to the subject and offers no specific skills for coping with the terrorist threat and related criminal problems abroad.

Orientation Objectives

On completion of this Orientation, participants will be able to:

1. Assess their personal and family situation in terms of the nature and variety of security threats abroad.
2. Recognize the need for effective security practices while living, working, traveling, and socializing abroad.
3. Relate the suggestions and experiences of Agency officers and other U.S. personnel who have served overseas to their own need to plan for and cope with a possible hostage situation or other crises.

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Special Overseas Orientation

Thursday, 15 September 1977

25X1A	0900-0915	<u>Registration and Introduction</u>	<u>Orientation Coordinator</u> [Redacted]
25X1A	0915-0945	<u>Nature of the Terrorist Threat, An Overview</u>	[Redacted]
	1000-1120	<u>Dealing with Terrorism</u> The importance of preplanning in the event of a hostage situation and suggestions on how a hostage victim should conduct himself will be discussed. Terrorist personality types and factors in dealing with terrorists in hostage situations will be covered.	Office of Medical Services, Center for Counterterrorism and Crisis Response 25X1A [Redacted]
	1130-1200	<u>Cover</u> Cover vulnerabilities, measures being taken to improve cover of Agency personnel, mutual responsibilities for maintaining cover.	Central Cover Staff 25X1A
	1200-1300	Lunch	[Redacted]
	1300-1340	<u>Bomb Threat</u> Parcel and package bombs and other explosive devices are illustrated through a slide presentation.	Office of Technical Services 25X1A [Redacted]
	1345-1545	<u>Physical, Residential, and Personal Security</u> Common sense suggestions for protecting residences, vehicles, and installations against terrorists as well as criminal threats, managing the family overseas, handling servants, and travel safeguards.	Overseas Security Branch, Office of Security

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1550-1640

Contingency Planning and Urban
Survival

Suggested preparations, planning,
and actions for urban survival in
the event of a crisis are discussed.

1640-1700

Course Evaluation

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Next 35 Page(s) In Document Exempt

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18 January 1978

NOTES TO TRAINING OFFICERS

Due to low enrollments for the Preparing for Overseas Assignment (POA) and the Special Overseas Orientation (SOO) the 6-8 February running of the POA and the 9-10 February running of the SOO have been cancelled. The next scheduled dates for these programs are 10-12 April for the POA and 13-14 April for the SOO. Those scheduled for the POA might find a videotape entitled "Your Overseas Assignment-Personal Checklist" helpful. Arrangements can be made to see this fifteen-minute video by calling or visiting the OTR Self-Study Center, Room GJ 68 Hqs.,

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20 September 1977

MEMORANDUM FOR THE RECORD

SUBJECT: Special Overseas Orientation, 16 September 1977,
No. 5-77

1. On a trial basis this running was reduced from two days to one day. This was accomplished by deleting the film, "The Time of the Jackals-Carlos", the session on Defensive Driving, and the panel. Additionally each speaker agreed to shortening their presentation. The course chairman and the speakers felt that reducing the program to one day eliminated any repetition of content and made it a more cohesive program.

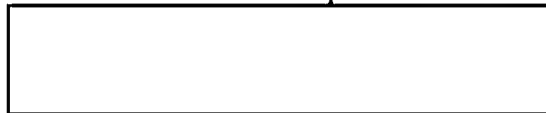
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2. At the request of the Office of Security, Overseas Security Branch, [redacted] two guests attended this running. One is from the Defense Intelligence Agency, [redacted] and one is from the Department of State, Mr. James Daudridge.

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3. It is recommended that the February 1978 running be conducted for one day and, if successful, that this orientation become a one day program.

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MEMORANDUM FOR S00 Speaker
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1. As discussed on the telephone, this running of the S00 is being compressed into one day on an experimental basis. Therefore, it would be greatly appreciated by all if each speaker would stay within their allotted time.

2. One representative from the Department of State and one from the Defense Intelligence Agency will be present for this S00.

3. If I can be of any assistance, please call me [redacted] Thank you for your participation in this program.

[redacted]
Program Coordinator

Approved For Release 2002/11/04 : CIA-RDP79-01590A000300170001-5
Date 8 September 1977

6 September 1977

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MEMORANDUM FOR: C/TSS/ITG

FROM :

SUBJECT : Support to Preparing for Overseas Assignment, 12 September
and Special Overseas Orientation, 15 September 1977

1. It is requested that the following support be given to these courses.

Monday, 12 September (Room 1A-07 Hqs)

1330-1415 show movie (we have)

1420-1520 show slides (we have)

Thursday, 15 September (Room 1A07 Hqs.)

1345-1545 show slides and 2 films (we have)

2. Once the schedule is finalized, I will submit one to your office.
Thank you for your assistance.

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